

Minimum Qualification Specifications  
for the Class:

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM OFFICER  
(EEO PRGM OFFCR)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to understand, interpret, explain, and apply equal employment opportunity laws, regulations, and policies; write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Preferred Education**

Juris Doctorate (J.D.) from an accredited law school preferred with substantive experience in the areas of employment law.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below and, in the amounts, shown below, or any equivalent combination of training and experience:

Specialized Experience: Three and one-half (3 ½) years of progressively responsible experience in employment law, human resources and/or equal employment opportunity, which included implementing or advising on policies relating to employment laws, equal employment opportunity, or diversity and inclusion. Such experience must show the ability to understand, interpret, explain and apply employment principles, laws,

regulations, policies, and concepts of diversity and inclusion; the ability to identify areas of non-compliance and to suggest practical solutions; and the ability to work with senior management to recognize and address compliance concerns or employee complaints.

Experience in employment law, human resources and/or equal employment opportunity that is clerical or administrative in nature, such as work that is limited to the application personnel rules, regulations, and procedures in support of the functions described above, is not qualifying.

Staff Specialist Experience or Supervisory Experience: One (1) year of either supervisory experience or staff specialist experience of the type and quality described below:

- A. Supervisory Experience: Experience in the field of employment law, human resources and/or equal employment opportunity -- which includes diversity and inclusion, protected class harassment and discrimination, or reasonable accommodations -- that included (1) planning, directing, and assigning the work of others; (2) reviewing and providing feedback on the work of others; (3) mentoring and developing subordinates; and (4) developing strategies to address and implement solutions to complex issues in a team setting.
- B. Staff Specialist Experience: Equal employment opportunity experience in providing detailed advice, guidance, training and solutions to management on (1) difficult and highly complex and sensitive issues, including complaints from federal and/or state enforcement agencies (2) best practices to promote protected class discrimination and harassment free workplaces at the company or Departmental-wide level, and (3) equal employment opportunity compliance within the workplace; experience in developing and drafting policies and procedures that promote equality, diversity, and equal employment opportunity compliance in the workplace, including, but not limited to protected class harassment and discrimination, diversity and inclusion, and reasonable accommodations; collaboratively working with management to identify areas of non-compliance and develop and implement appropriate solutions and processes to assure the company or Department is following best practices.

Preferred Administrative Experience: Experience in the field of equal employment opportunity and/or diversity and inclusion that involved active participation in and major responsibility for the development, management, execution, and coordination of policies, activities, and programs.

### **Substitutions Allowed**

1. A master's degree from an accredited college or university in diversity and inclusion leadership or human resources/business administration with a coursework in diversity and inclusion may be substituted for one (1) year of the specialized experience.
2. A Juris Doctorate degree from an accredited law school may be substituted for two (2) years of specialized experience.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established, and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is the first minimum qualification specifications for the new class EQUAL EMPLOYMENT OPPORTUNITY PROGRAM OFFICER (EEO PRGM OFFCR).

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